

DEPARTMENT OF THE ARMY
REASSIGNMENTS PROCESSING CENTER
Fort Lewis, WA 98433-5000

AFZH-AGI-R


MEMORANDUM FOR : Battalion S1

SUBJECT: Reassignments Notification for Commissioned/Warrant Officers/Senior Non -Commissioned Officers (E-8 and above) (CONUS Assignment).

1. The Reassignments Processing Center has received a Request For Orders/Assignment Instructions for the service member listed below. Advise the service member and his unit commander of this assignment by providing them with a copy of this notification and enclosures.

2. All officers and E-8 (MSG) and above do not need to attend the levy briefing. You must return the completed Levy Packet to Reassignments, Waller Hall, Bldg 2140, Room 206 during customer service hours. The enclosed forms need to be completed as appropriate. If you have any question in regards to completing the forms, call the your unit's Team POC from the enclosed telephone roster. Your orders cannot be published until all necessary forms have been returned to the Reassignment Processing Center.

FOR COMMANDER:


ARTHUR E. SHOTO
Chief,
Reassignment Processing Center

_____(AFZH-AGI-R/_____) (614-200b) 1st End _____
(Office Symbol) (Date of Memo) (Action Officer's Tel #)

SUBJECT: Reassignment Notification of _____

Commander, _____
(Unit/Activity) (Date)

FOR: Chief, Reassignments Processing Center, ATTN: AFZH-AGI-R

1. The above soldier (is) (is not) assigned to a unit supported by this headquarters. The soldier was reassigned as directed by enclosed reassignment order.
2. The soldier and the unit commander have been informed of the requirement to attend a Levy Briefing within 30 days of the EDAS Cap Cycle notification. The soldier (will) (will not) attend. If soldier will not attend, indicate reason:

3. Request for (Deletion) (Deferment) (is) (is not) requested.
4. The soldier has been advised of the "SERVICE REMAINING REQUIREMENT" for this assignment. The soldier is scheduled to (extend) (reenlist) on or about _____ or
___ a. Soldier is a first term soldier and declines to reenlist/extend. Soldier is required to attend Levy Briefing and sign a "First Termers' Statement". After completing statement, soldier will be released from briefing.
___ b. Soldier is not a first term soldier and declines to extend/reenlist. Soldier is required to be counseled and sign DCSS (DA Form 4199-R). Counseling is required by Unit Retention NCO and Unit Commander. Signed DCSS must be returned to the Reassignment Processing Center within seven (7) duty days or NLT 30 days from the EDAS cycle date indicated on assignment instructions.
5. The soldier (has) (has not) applied for Joint Domicile.
6. The following additional information furnished:

(Commander/Adjutant)

Levy Notification Information Sheet (Part I)

1. Name: _____ SSN: _____ Rank: _____

(Last, First, MI)

2. Is soldier required to re-enlist/extend? NO YES

(ETS must be at least)

If soldier is required to re-enlist/extend, photo copies of the completed re-enlistment/extension documents must be submitted to Reassignments Processing Center (RPC) prior to the suspense date listed above.

3. Is a security clearance required? NO YES

If a security clearance is needed the soldier must contact his/her S-2 Security Officer to verify status of clearance.

4. PMOS: _____

(Primary MOS)

5. ETS DATE: _____

(Enlisted Only)

6. Current Unit of Assignment: _____

7. Gaining Unit/Country: _____

(Name of Installation, State, or Country)

8. Soldier's P.O.C. number: Work: _____ Home: _____

9. Report date: _____ / _____ / _____

(Year)

(Month)

(Date)

This is the report year and month directed by DA. It will appear on the Assignment Instruction. For Enlisted soldiers, the day to report will always be on the 20th of the report month. If the soldier is going to a school this is not the report year and month to the school, but it is the report year and month to the actual PCS assignment. Reporting after the 20th of the month is not authorized. Soldiers requesting an Early Report or Deferment must use the year and month directed by DA to complete this form and only after verification of an approve Early Report or Deferment is received will the soldier be allowed to choose a date in the requested year and month. OFFICERS have been given a specific date to report, which is on the RFO.

11. Number of Days Leave Requested: _____

12. Anticipated Date of Loss: _____ / _____ / _____

(Year)

(Month)

(Date)

The anticipated date of loss is the date RPC Admin Team tentatively expects the soldier to go on leave. To calculate this date starts on the date the soldier chooses to report (item #10) then count backwards on the calendar the number of days leave the soldier intends to take. The date you arrive at is the anticipated date of loss. Please keep in mind that this date is tentative. Soldiers that chose TDY schooling option "Enroute" will list the date that they intend to depart Fort Lewis to go to school or to begin PCS leave prior to school as their anticipated date of loss.

13. Family Status (circle one): Single Single w/dependents Married

Married to Service Member: With OR Without Dependents (Who's claiming Dependents)

Joint Domicile: (Married Army Couples Program): only if the Assignment instructions indicates joint Domicile.

REMARKS: _____

Levy Notification Information Sheet (Part II)

NAME (Last, First, MI)

SSN

Current Unit

1. Leave Address:

2. Leave Telephone Number:

3. I will (apply for voluntary retirement in lieu of PCS)

Soldiers with 19 1/2 years of service

Initials

OR

(comply with PCS assignment instructions)

Initials

4. I elect to choose TDY options: (TDY in return) OR (TDY en-route)

Soldiers with TDY status to include Drill/Recruiters only

(Initials)

5. I (Decline) OR (Accept) the airborne assignment.

Soldier's on an Airborne Assignment only

(Initials)

SOLDIER'S SIGNATURE

DATE

PRINT SOLDIER'S NAME

**Soldiers that have a TDY schooling in conjunction with PCS assignment must complete a DA form 5120-R (TDY schooling in conjunction with PCS Option.

SPONSORSHIP AND PIN POINT ASSIGNMENT INFORMATION

1. Soldiers desiring to find out more information about sponsorship and Pin Point Assignment can go on line to find out more information about their new duty station
 - A. GERMANY: Soldier coming to USAREUR should be directed to the S-GATE web site at <https://www.sgate.hqusareur.army.mil> to make contact with the sponsor and to view important information.
 - B. KOREA: Soldier coming to Korea should be directed to the S-GATE web site at <http://www-8perscom.korea.army.mil/sgate/index.htm> to make contact with the sponsor and to view important information.
 - C. CONUS: In the Internet address: Type the New station: Example: Fort Hood Then look for the subject that you are inquiring about.
 - D. Go to PERSCOM on line for other information.